

COUNTY OF SAN LUIS OBISPO

REQUEST FOR PROPOSALS

CALIFORNIA HCD FY21 EMERGENCY SOLUTIONS GRANT PROGRAM CONTINUUM OF CARE ALLOCATION



County of San Luis Obispo
Department of Social Services
Addendum – August 17, 2021

Contents

Overview	3
Background	3
The Program	4
Regulations	4
Eligible Activities (25 CCR 8403 (h) 8408 (b))	4
Eligible Applicants.....	5
Minimum Request	5
Minimum Requirements to Apply.....	5
Project Selection Process.....	6
Agreement Terms	6
Reporting and Outcomes.....	6
Application Submission	7
Timeline	7
Appendix A: DUNS Number and Grant Registration Information	8

Overview

The County of San Luis Obispo Department of Social Services is releasing a Request for Proposals (RFP) for the FY21 Emergency Solutions Grant (ESG) Program administered by the California Department of Housing and Community Development (HCD).

HCD released their NOFA (Notice of Funding Availability) for FY21 ESG on August 17, 2021. This is an addendum to the RFP the County released on July 29, 2021.

Background

HCD receives funding from the United States Department of Housing and Urban Development (HUD) for the Emergency Solutions Grants (ESG) program and allocates funds to eligible Continuum of Care (CoC) service areas.

The ESG program provides funding to:

- Engage individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families/individuals from becoming homeless.

HCD has approved the County of San Luis Obispo to act as the Administrative Entity for the pass-through ESG program funds in collaboration with the San Luis Obispo County Continuum of Care CA-614.

All funded activities must be available to non-entitlement areas of the County (i.e. Grover Beach) using the Coordinated Entry System and other means. Funded activities may also serve households located in ESG entitlement areas.

Estimated Continuum of Care Allocation

CoC #	CoC Name	Estimated FY21 CA CoC ESG Allocation available for application*	40% Minimum for Rapid Rehousing *	Balance for other activities (Rapid Re-Housing Assistance, Emergency Shelter, Homeless Prevention and Street Outreach) *
614	San Luis Obispo County CoC	\$ 146,740	\$ 58,696	\$ 88,044

* The allocation amounts could change once HCD releases the final award notification from HUD. The Estimated FY21 allocation is based on the total funding available minus administrative costs.

The Program

Regulations

Funding under HCD's FY21 ESG NOFA is made available pursuant to Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11371 et seq. The NOFA should be read in conjunction with the following regulations that establish state and federal ESG requirements. Relevant legal authority includes, but is not limited to, the following:

- Code of Federal Regulations (CFR), [Title 24, Part 576](#);
- California Code of Regulations (CCR), [Title 25, Division 1, Chapter 7, Subchapter 20](#);
- [24 CFR Part 91](#) relating to Annual Plan requirements;
- [24 CFR Part 58](#), relating to environmental reviews;
- Homeless Definition Final Rule, published in the [Federal Register on December 5, 2011](#), provides the homeless definition that applies to the ESG program;
- Chronically Homeless Definition Final Rule, published in the [Federal Register on December 4, 2015](#), provides the chronically homeless definition that applies to the ESG program;
- Office of Management and Budget (OMB) requirements for Universal Identifier and Central Contractor Registration, [2 CFR Part 25, Appendix A to Part 25](#).

Eligible Activities (25 CCR 8403 (h) 8408 (b))

For the FY21 HCD ESG NOFA, all activities permitted under the federal ESG regulations shall be eligible except for renovation, conversion, or major rehabilitation activities under [24 CFR Part 576.102](#). Minor repairs to an ESG-funded Emergency Shelter that do not qualify as renovation, conversion, or major rehabilitation are an eligible use of state ESG funds. ESG funds may be used for five program components:

- a) Street Outreach
- b) Emergency Shelter
- c) Homelessness Prevention
- d) Rapid Re-Housing Assistance
- e) HMIS

The eligible activities that may be funded under each program component are set forth in 24 CFR Parts [§ 576.101](#) through [§ 576.107](#).

For an ESG Quick Reference see: <https://files.hudexchange.info/resources/documents/ESG-Program-Components-Quick-Reference.pdf>

Limitations

1. Homeless Management Information System (HMIS) (24 CFR 576.107; 25 CCR Section 8408)
A maximum of 10 percent of ESG funds may be used for actual costs for HMIS activities.
2. Rapid Rehousing: Minimum and maximum percentage of an allocation (25 CCR Section 8403 (i)) Administrative Entities (AE) must award a minimum of 40 percent of their available ESG funds to Rapid Rehousing.
3. Rental assistance payments provided as part of Rapid Rehousing or Homeless Prevention activities under 24 CFR part 576.106 typically cannot exceed HUD's Fair Market Rent (FMR) under 24 CFR Part 888 and must comply with HUD's standard for rent reasonableness as established under 2 CFR Part 982.507.

Match Requirements (24 CFR 576.201; 25 CCR Section 8410)

Funded applicants must make matching contributions in an amount that equals the amount of federal ESG funds awarded. HCD will request documentation as part of program monitoring in order to determine the sources and amounts used to meet the federal ESG matching requirement.

Eligible Applicants

Eligible applicants shall be defined as local governments or private non-profits that have a DUNS number and an active registration in SAM (<https://sam.gov/SAM>) and are able to comply with all ESG regulations.

Minimum Request

The minimum grant request for a single year program is \$33,000.

Minimum Requirements to Apply

Agencies applying for ESG funds must meet the following requirements:

- Have or acquire a Data Universal Numbering System (DUNS) number, and be registered with the federal government's System of Award Management (SAM) - see Appendix A for instructions
- Agree to participate, make referrals to, and receive referrals from the San Luis Obispo County Coordinated Entry System (CES), depending upon activity.
- Agree that the proposed project will participate in the County's Homeless Management Information System (HMIS). Victim Service Providers must use a comparable database that is compliant with HMIS Data and Technical Standards.
- All ESG-funded activities shall operate in a manner consistent with the

requirements of California's Core Practices, which are defined at [25 CCR 8409](#).

- Demonstrate the capacities to carry out the proposed program.

Project Selection Process

Applications must be submitted to the Department of Social Services by 5pm on August 23, 2021. Proposals will be reviewed by staff to ensure they meet the minimum requirements listed above and that proposed activities are eligible under the rules of the ESG program.

Pursuant to [25 CCR 8403\(g\)](#), the County shall select qualified service providers through a process that is consistent with the following requirements:

- Is a fair and open competition that avoids conflicts of interest;
- Follows the procurement requirements of [24 CFR Part 84](#);
- Evaluates provider capacity and experience, including the ability to deliver services in non-entitlement areas;
- Evaluates eligibility and quality of services, including adherence to Core Practices pursuant to [25 CCR 8409](#);
- Utilizes data and considers community input to identify unmet needs;
- Prioritizes activities that address the highest unmet need, considering other available funding and systemwide performance measures;
- Considers project-level performance measures when evaluating proposals; and
- Collaborates with the local CoC.

Agreement Terms

One year term: 7/1/22-6/30/23.

Reporting and Outcomes

Applicants that are awarded ESG funds shall agree to participate in the CoC's HMIS or comparable database and provide any data upon request by the County or CoC, annually or as needed, to complete required reports and track the County's progress toward meeting local needs and goals regarding homelessness.

Annual reports shall be submitted for the term of the contract. Reports will be completed annually or more frequently as needed. Reports will include financial expenditures, program outcomes, and performance data. Qualitative information may also be requested as needed for reports to and inquiries from the State and subrecipient staff may be requested to attend meetings as needed.

Application Submission

Any group or organization wishing to apply for ESG grant funding must submit an application for an eligible project meeting the criteria for an eligible project. Interested applicants may obtain a copy of the application form via the County of San Luis Obispo Homeless Services website: <https://www.slocounty.ca.gov/Departments/Social-Services/Homeless-Services/Funding-Availability.aspx> or by contacting Leon Shordon, Administrative Services Officer, Department of Social Services, County of San Luis Obispo, through the contact information provided below.

Submission Requirements:

Applications must be received by 5pm, August 23, 2021.

Applicants may submit digital or hard copy applications to the locations below:

Digital Copy – email to SS_Homelessgrants@co.slo.ca.us

Subject line: CA State ESG – (Applicant Name)

Hard Copy – Attn: Leon Shordon, Department of Social Services

3433 South Higuera Street

San Luis Obispo, CA 93403

Timeline

July 29	Release of FY21 CA ESG RFP
August 2	Public Information Session
August 17	Release of FY21 CA ESG RFP Addendum
August 23	Applications due to Department of Social Services
Early September	Ad Hoc Grant Review Committee meets
September 15	HSOC votes on funding recommendations
October 5	Funding recommendations voted on by County Board of Supervisors
October 19	CoC application submitted to HCD

Timeline subject to change based on the release of the HCD NOFA.

Questions or Need More Information?

Contact Leon Shordon, Administrative Services Officer –
County of San Luis Obispo Department of Social Services at
(805) 781-1896 or lshordon@co.slo.ca.us

Appendix A: DUNS Number and Grant Registration Information

A Data Universal Numbering System (DUNS) number is a unique nine-character number used to identify your organization or any subcontractors. The federal government uses the DUNS number to track how federal money is allocated. Agencies must also be registered with the System of Awards Management (SAM) as a required step for your organization to be able to apply for federal grants.

Register for a DUNS Number

If your organization does not yet have a DUNS number, or no one knows it, visit the Dun & Bradstreet (D&B) website (<http://fedgov.dnb.com/webform/displayHomePage.do>) or call 1-866-705-5711 to register or search for a DUNS number.

Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

You will need all of the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

Register with System of Award Management

1. Go to the SAM website (<http://www.sam.gov/>) with the following information:
 - DUNS number
 - [Taxpayer Identification Number \(TIN\) or Employment Identification Number \(EIN\)](#)

When you register a new entity in SAM to do business with the U.S. government, SAM requires a notarized letter stating you are the authorized entity administrator before SAM will activate your entity registration.

2. Click the **Get Registered Now** button on the Register page.